

# PPM 610

## BENEFITS INFORMATION NETWORK (BIN)

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### PURPOSE

Indiana's [Benefits Information Network \(BIN\)](#) helps VR [consumers](#) make [informed choices](#) about how employment will impact the Social Security and other benefits they receive. The BIN provides collaboration between [Vocational Rehabilitation \(VR\)](#), [Indiana Works](#) Community Work Incentives Coordinators, and the [Social Security Administration \(SSA\)](#), to identify and help obtain work incentives for beneficiaries and to ensure follow-through with the recommendations made for work incentive supports.

[AUTHORITY: State agency policy; federal regulations, 34 CFR 361.1; 361.12; 361.13(c);  
361.39; 361.49(a)]

## **POLICIES AND PROCEDURES**

### **610-01. Qualifying Consumers**

Eligible VR consumers can participate in the BIN if they are:

1. Supplemental Security Income (SSI) recipients;
2. Social Security Disability Insurance (SSDI) beneficiaries; and/or
3. recipients of benefits from other federal or state programs, including Medicaid, food stamps, and housing assistance.

[AUTHORITY: State agency policy; federal regulations, 34 CFR 361.1; 361.12; 361.13(c);  
361.39; 361.49(a)]

### **610-02. BIN Program Process**

The BIN program process includes:

1. Referral by VR to a [Community Rehabilitation Program \(CRP\)](#);
2. Intake interview;
3. Strategic Plan development; and
4. Quality Review.

[AUTHORITY: State agency policy; federal regulations, 34 CFR 361.1; 361.12; 361.13(c);  
361.39; 361.49(a)]

### **610-03. Referral to a Community Rehabilitation Program (CRP)**

1. After meeting the requirements of paragraph 2 of this section, as soon as the VR Counselor determines that a consumer is eligible for VR services and qualifies for BIN program participation as a recipient of assistance from Social Security or other federal or state assistance, the counselor must refer the consumer to a qualified CRP. Qualified CRPs have employees who are certified as BIN liaisons and have been trained to understand the impact of work incentives.
2. Before making the required referral, the counselor must present information about available qualified CRPs to the consumer. The consumer should then make an informed choice about which CRP he or she would like as a provider. The counselor must then complete a referral form and forward it to the CRP the consumer has selected.

[AUTHORITY: State agency policy; federal regulations, 34 CFR 361.1; 361.12; 361.13(c); 361.39; 361.49(a)]

### **610-04. Intake Interview**

The CRP BIN representative should interview the consumer within 10 business days of receipt of the completed referral form. The interview allows the consumer and BIN representative to explore the range of benefits, work incentives, and options available to the consumer. During the interview, the BIN representative must complete the Benefits Screening Profile instrument, obtain a signed release from the consumer for the Benefits Planning Query (BPQY), and other information (such as verification of Medicaid or other benefits), and must request the BPQY from the Social Security Administration (SSA).

[AUTHORITY: State agency policy; federal regulations, 34 CFR 361.1; 361.12; 361.13(c); 361.39; 361.49(a)]

## **610-05. Strategic Plan Development**

Within 15 business days of receipt of the referral from VR, the CRP BIN representative must develop a Strategic Plan for Benefits Management and Support for the consumer. The Strategic Plan must be designed to assist the consumer in making informed choices during the VR process, and must include:

1. the consumer's name, basic contact, and demographic information;
2. the consumer's goals for employment and earnings;
3. an overview of Social Security work incentives, healthcare work incentives, and other federal and state benefits that apply to the consumer;
4. recommendations for maximizing employment, earnings, and benefits retention;
5. an overview of the resources and supports the consumer will need to obtain and use available work incentives successfully;
6. an overview of the strategies the employment provider and the consumer should follow with respect to the use of available work incentives, including a description of action steps, responsible parties, timeframes, and expected outcomes;
7. a plan for periodic review of the Strategic Plan and the consumer's progress in meeting planned goals and objectives;
8. if the consumer qualifies for Work Incentives Planning and Assistance services through Indiana Works, the contact information for the Community Work Incentives Coordinator in the consumer's area and a description of how the consumer and CRP will collaborate with Indiana Works; and

9. any additional information, including fact sheets that support the information provided in the Strategic Plan.

[AUTHORITY: State agency policy; federal regulations, 34 CFR 361.1; 361.12; 361.13(c); 361.39; 361.49(a)]

## **610-06. Quality Assurance Review**

1. If the CRP BIN representative who completes the Strategic Plan is not a Tier II BIN Liaison, the CRP representative must send the plan to the [Indiana Institute on Disability and Community \(IIDC\)](#) for quality assurance review. The IIDC will review the plan and return it to the CRP representative with recommendations for changes, if appropriate. The CRP representative must then amend the plan and resubmit it to the IIDC for review.
2. If the CRP representative completing the Strategic Plan is a Tier II BIN Liaison, IIDC review is not required.
3. When the Strategic Plan is deemed satisfactory by the IIDC or the Tier II BIN Liaison CRP representative, the CRP representative must review it with the consumer and other stakeholders, as appropriate. Once the consumer has approved the plan and signed it, the CRP representative must send copies of the plan to the VR Counselor, who must incorporate the plan into the consumer's [record of services](#).
4. The CRP representative must additionally provide the Benefits Screening Profile, BPQY, Strategic Plan, and other relevant verifications and information to the Indiana Works Community Work Incentive Coordinator of the consumer's area. Indiana Works will use the information to support the consumer and, when necessary, to develop a Benefits Analysis and supporting Work Incentives plan. Indiana Works will provide copies of the Benefits Analysis and Work Incentives plan to the consumer, the BIN, and VR.

[AUTHORITY: State agency policy; federal regulations, 34 CFR 361.1; 361.12; 361.13(c); 361.39; 361.49(a)]

## **610-07. Conditions for CRP Payment**

In order to receive full payment, the CRP must complete the Strategic Plan and provide it with a any other pertinent work incentive fact sheets and a bill within 20 business days of receipt of the consumer referral from VR. Delays due to consumer or consumer representative action or lack of action must be communicated to the VR Counselor immediately, within the 20 days allowed, to obtain an extension of time. Proper notification will extend the 20-day limitation until delays resulting from action or lack of action on the part of the consumer have been resolved.

[AUTHORITY: State agency policy; federal regulations, 34 CFR 361.1; 361.12; 361.13(c); 361.39; 361.49(a)]